

2023 School-Age Day Camp Parent Handbook



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY



An Experience Like No Other.

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MEET THE SUMMER CAMP ADMINISTRATION TEAM:



Director of Youth Development

Karri Olmanson

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- **Contact for School-Age Day and Resident Camp Financial Assistance**



Dustin Slaughter

Youth Activities Director

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- **Contact for questions on School-Age Camps: Kindergarten Clubhouse, Explorers, Voyagers, Equestrians, Pre-Teens, Resident Camp Patterson**



Nicole Rieger

Family Engagement Director

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- **Contact for questions on Chesley Skatepark Lessons, Birthday Parties, and Camps: BMX, Scooter, Skateboard for Grommies & Teen Hawks**



Anna Lieske

Teen Program Director

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- **Contact for questions on Teen Outdoor Adventure Day Camps and Resident Teen Leadership Camps: aka LIT (Leaders in Training), CIT (Counselors in Training), and JC (Junior Counselors).**



Sophie Tonander

Sports & Recreation Director

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- **Contact for questions on Sports & STRIDE Camps**

Business Office Administrative Assistant

Susan Lyons

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Contact for questions on Camp Payments

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@Mankato Family YMCA Youth

@mankatoymcayouth



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YMCA Mission

To put Christian principals into practice through programs and services that build a healthy spirit, mind, body, and social well-being for all.

Non-Discrimination Statement

No person shall be denied the opportunity to participate in the YMCA as a participant, employee, or volunteer based on race, sex and/or gender, or religious beliefs.

Camp Philosophy

The purpose of the Mankato Family YMCA Summer Camp program is to create a safe, fun, and inclusive environment where every child has the opportunity to develop and feel valued.

Program Goals

1. Promote a sense of self-confidence, self-efficacy, and independence.
2. Build positive relationships with peers and other adults.
3. Provide a variety of activities that develop skills in the fields of arts, STEM, and games.
4. Teach character development using the core values; caring, honesty, responsibility, respect and faith.

Program Standards

- Staff/Child ratio:
 - 1:10 for ages 5-12-years-old
 - 1:12 for ages 13-18-year-old
- Staff must pass a criminal/child protection background check and complete CPR/First Aid training.

Child Abuse Prevention

YMCA Staff and Volunteers:

- Place great value on creating the most child-safe environment possible.
- Prioritize to be present with the campers.
- Are trained on the Mankato Family YMCA Child Abuse Prevention Policies and Code of Conduct.
- Report all suspected abuse to the authorities as required by law.
- Must pass criminal & child protection background checks, and complete CPR/First Aid training.

Communication Policy

REMIND is the best resource to use to contact the school-age camp staff directly. They will have access to REMIND from 7:15am to 5:30pm, Monday-Friday. Communication received out of this time period, may be answered but is not guaranteed until the following business day.

Payments

All camp balances must be paid in full by the 15th of the month prior to the camp your child(ren) attends.

June camps by May 15th, July camps by June 15th, August camps by July 15th

For questions on camp payments contact Susan Lyons, slyons@mankatoymca.org 507-345-9800.

Financial Assistance

YMCA Financial Assistance is granted by need on a first come, first served basis, and made available based on funds donated to the Mankato Family YMCA by Campaigns, Grants, and the Penguin Plunge. The application window will be open starting in January until all funds have been distributed. You will be notified of your application's status and amount awarded via email. Applications may be found at www.mankatoymca.org or picked up at the front desk. **Greater Mankato Area United Way's Connecting Kids** program offers scholarship assistance at <https://www.connectingkidsmankato.org/>.

Summer Camp Drop Policy

Those who wish to withdraw their registration for a camp must do so no later than two (2) full weeks before the camp is scheduled to start. No refunds will be given after the two (2) week policy prior to the start of camp. The \$25 deposit used to register per session is non-refundable and non-transferable. Membership withdrawal notice: If you are registered for a program and you cancel your membership, you will be billed for the nonmember rate of the program.

Days of Operation

- Summer Day Camps operate from 7:30am-5:30pm Monday-Friday unless otherwise specified.
- All forms must be complete and turned in prior to attending camp.
- Check-In: Parents/Guardians are expected to park their vehicle and check-in/check-out campers from the camp staff at Door A of the YMCA between the hours of 7:30-8:30 am and 4:30-5:30pm.
- Check-Out: Campers must be signed out each day by parent/guardian or authorized adults with a photo I.D. Notify camp staff if an additional person needs to be added as an authorized adult.

Late Arrival/Early Pick Up Policy

If campers are arriving late to the YMCA (after 8:30am) and the camp in which the camper is registered for has already departed, it is the responsibility of the parent/guardian to get their camper to the location of the camp. If a camper needs to be picked up prior to end of day (before 4:30pm), it is the responsibility of the parent/ guardian to meet the camper at the location in which their camp resides.

Visitors & Communication with your child at Camp

- Parents/Guardians are required to communicate with camp staff via REMIND. This includes absences.
- Mid-day visits are not recommended. If necessary, contact camp staff to arrange a date and time.
 - Cell phones and watches should be left at home. If discovered, they will be confiscated.
 - Campers should not make phone calls without the camp staff's permission.
- In an emergency or to help with a camper's social adjustment, we will contact you. We know it is difficult as a parent to not be in touch directly with your camper while they are away. We also know that the camp experience is enhanced when children can unplug from their devices and truly enjoy every moment of their time at camp.

Medications

- Camp staff will not administer any medication without written parental/guardian consent.
- All medications will be collected by the camp staff at the beginning of each week of camp and administered as prescribed by parent/guardian.
- Medications must be in the original bottle.
- Unused medications will be returned to the parent/guardian on the last day of the camp session.
- Campers who use asthmatic inhalers or medications for allergic reactions (i.e., an Epi-Pen for bee stings) may keep the medication on them but can only administer it to themselves under supervision of camp staff.

Sunscreen / Bug Repellent

- Sunscreen and bug repellent may be considered a medication and must be used appropriately only when instructed by camp staff.
- Campers should arrive in the morning with sunscreen already applied.
- Campers should bring their own sunscreen and bug repellent to camp. They will be given the opportunity to re-apply as needed during designated times throughout the day.
- YMCA camp staff are not encouraged to apply rub-on sunscreen directly on to any camper. We prefer campers use spray sunscreen and bug repellent so counselors can assist with application if needed.

Food Allergies

- List all food allergies that your child has on their camp registration.
- Some food allergies are exceptionally difficult to accommodate at camp. In some situations, you may be asked to send your camper with their own allergen-free foods.
 - Free lunches are provided through the District #77 food program.

Inclimate Weather & Rainy Days

- Camps will operate outdoors for the majority of the time.
- In the event of incimate weather, activities will be modified and a message will be sent via REMIND.
 - Shelter will be taken in the presence of lightning, thunder, high winds and high heat index.
- Campers must be prepared for rainy days by having the appropriate clothing (sweatshirt/rain jacket).

Injuries, Illness & Diseases

- In the case of a minor injury, first aid will be administered until camper is ready to return to activity.
- In the case of severe injuries, we will contact the Parent/Guardian/emergency contacts if you're unavailable.
 - If necessary, an Emergency Action Plan will be initiated and 911 will be contacted.
- If a child becomes ill at camp, we will notify you immediately to pick them up. Please do not send your camper to camp if they are not feeling well.

Emergency Procedures

- All staff are trained in the emergency action procedures (EAP) to keep all campers safe.
- Camp staff will contact you if an emergency situation arises via REMIND.

Swim Test & Evaluations

- Campers are separated into beginner/non-swimmer, intermediate, or advanced swim levels and will be restricted to how deep they may swim based on the level received. Campers need a swimsuit/towel.
- On the first swim day of each camp session, campers will take part in a swim evaluation. Campers are not be forced to take the swim test however, it is highly recommended. To determine a campers swimming ability, the test consists of campers entering the pool and swimming 1 length of the lane.
 - Campers that choose not to take the swim test can enjoy swimming and water activities in the zero-depth area while wearing a life jacket.
- Red Cross certified Lifeguards are on duty at all times.
- Campers should pack a swimsuit and towel with them daily.

Transportation:

When campers participate in a YMCA program, the following safety guidelines must be observed:

- Get on and off the vehicle in an orderly fashion while listening to the driver and camp staff.
- Treat others with the YMCA core values of caring, honesty, responsibility, respect, and faith in mind.
- Keep hands, feet, and belongings inside the vehicle and to themselves at all times.
- Remain in seats when the vehicle is moving and wear a seatbelt or safety restraint when available.
- Talk at normal voice levels. Screaming, yelling, and vulgar language will not be tolerated.
- No food or drink is permitted to be consumed on the vehicle unless instructed to do so.
- YMCA camp staff is present and alert on the vehicle.

Disruptive behavior that threatens the safety of others may result in suspension or loss of riding privileges, based on the recommendation of the driver and/or camp staff.

Field Trips:

Specific field trip information will be provided to parents/guardians prior to the scheduled field trip.

- Each camp is assigned to a designated field trip day. Campers may travel up to 90 miles away.
- No additional costs therefore, no extra money should be sent along to camp.
 - YMCA camp staff is not responsible for money that is lost or stolen.
- Campers must bring a lunch and wear their provided YMCA summer camp field trip shirt.

There isn't alternate camp programming on field trip days; no refunds for campers who do not attend.

Behavior Expectation Policy & Management

- The Mankato Family YMCA staff works proactively to follow the Mission of the YMCA of the USA (see below) as well as apply the five core values of caring, honesty, respect, responsibility and faith.
 - Mission: "To put Christian principles into practice through programs [and services] that build a healthy spirit, mind and body for all".
- We expect all participants to treat others with these principles and values in mind.
 - If a child's behavior deems unsuitable for the program, we will respond with those same principles. The YMCA does not tolerate physical fighting, inappropriate language and/or touch, disruptive behavior, profanity, blatant disrespect, violation of rules or illegal activity. If this should occur, parents will be notified and may be asked to pick up their child, dependent on the circumstances.
 - If behaviors continue or escalate, the child may be suspended from the program depending on the severity and/or frequency of behavior.
- Property & Equipment Damage
 - Parents are financially responsible for intentional damage to equipment and facilities caused by their camper. This includes graffiti, malicious destruction of property, intentional misuse of equipment, etc.

Disciplinary and Dismissal Process

- In order to participate successfully in YMCA Programs, a camper must be able to function in a group setting, stay with the group at all times, as well as follow directions and other behavior expectations.
 - YMCA school-age child care programs are not designed for one-on-one care. Therefore, it may be necessary to evaluate if the program is appropriate for your child.
 - Conferences may be required to problem solve and share strategies for dealing with spirited behaviors. Contact camp administration to arrange a conference prior to attending camp.
 - There will be NO REFUND OF ANY AMOUNT if a child is sent home because of behavior problems.
- Most disagreement and redirection situations are minor and can be resolved with minimal corrections. YMCA staff use these situations as a learning opportunity for campers and try to integrate problem-solving skills into the discussion. If negative behavior continues the following steps may be instituted:
 1. Discussions between child and staff to set goals and objectives.
 2. Discussion between child, staff and Program Director to clarify goals and objectives previously set by the parties involved. Documentation will be kept of the negative behavior and parents/guardians will be made aware of the situation.
 3. If the conduct continues, the Program Director will contact the parent/guardian to inform them of the situation and discuss possible options to correct the behavior. This will be recorded in the form of a Behavior Contract signed by the child, staff, parent and Program Director.
 4. If the conduct continues, the Program Director will contact the parent/guardian to arrange for the child's discharge from the program.

Although the above steps may be implemented in sequential order, YMCA administrative staff retains the right to take immediate action if the child's behavior poses a threat to their own safety or the safety of other children/staff.

Lost & Found

- Items not claimed by camper/parent upon completion of session will be disposed of in the following manner; Items will be held at Door A for two weeks.
 - Items/equipment not claimed within the two-week period will be donated to a local charity.

Packing for Camp

Camp staff will help your camper keep track of his or her belongings, but they are NOT responsible for lost or stolen or damaged personal items. **LABEL ALL ITEMS.**

<p><u>Traditional School-Age Day Camp packing list for:</u> Kindergarten Clubhouse / Explorers / Voyagers / Sports / STRIDE / Pre-Teen & Teen campers. Backpack or bag that contains the following items:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Sweatshirt or Rain Coat <input type="checkbox"/> Swim suit and Towel <input type="checkbox"/> Sun Screen & Lip balm <input type="checkbox"/> Insect Repellent <input type="checkbox"/> Book/Reading material <input type="checkbox"/> Water bottle <input type="checkbox"/> Hat or Visor <input type="checkbox"/> Closed toe shoes <input type="checkbox"/> Wear clothes that can get dirty <input type="checkbox"/> Rest time blanket (Kindergarten Clubhouse) <input type="checkbox"/> Electronics allowed on field trip days only <p>Camp staff are not responsible for lost, stolen, or damaged personal items.</p>	<p><u>Specialty Day Camp packing list</u></p> <p><u>Equestrian Campers:</u> Morning attire: Mon.-Thur. Boots & Long Pants Afternoon: may change into shorts & shoes.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Swimsuit & Towel on Friday. <input type="checkbox"/> Plus, Traditional Day Camp packing items <p><u>Chesley Skate Camps:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Skateboard*, Scooter or BMX bike <input type="checkbox"/> Helmet* <input type="checkbox"/> Pads* <input type="checkbox"/> Optional- pocket change for concessions <ul style="list-style-type: none"> o No-more than \$2/day <input type="checkbox"/> Plus, items found on the Traditional School-Age Day Camp packing list. <p>*Helmet/Pads/Skateboards are available for use.</p>
<p>Items <u>not</u> allowed at day camp:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Weapons <input type="checkbox"/> Electronics (exception: on field trips) <input type="checkbox"/> Money <input type="checkbox"/> Toys / Trading Cards <input type="checkbox"/> Attire that's inappropriate / depict weapons <input type="checkbox"/> Cigarettes, Tobacco or Vaping tools <input type="checkbox"/> Alcohol or Illegal Drugs <input type="checkbox"/> Items of value you cannot afford to lose 	<p><u>Grounds for Immediate Dismissal:</u></p> <p>There will be NO REFUND OF ANY AMOUNT for the children who are sent home because of having cigarettes, tobacco or vaping tools, alcohol, illegal drugs, weapons, sexually explicit material, and/or behavior.</p>

Camp Store

Check out our camp swag at mybstarkstore.com/ysummercamp

Penguin Plunge

In the spirit of camp traditions, we created an annual fundraiser called the "Penguin Plunge." At this fundraiser, brave individuals/teams gather pledges and plunge into the frigid waters of Lake Washington near Westwood Marina. In 2023, we hope to raise \$15,000.

Proceeds raised at the "Penguin Plunge":

- Increase the amount of financial assistance funds
- Provide a livable wage for our camp counselors
- Allow us to keep program costs at an average rate
- Supply quality camp equipment and materials
- Offset training costs for our camp counselors
- Provide experiences for the campers that they may be unable to have at home